

**LIBRARY DIRECTOR/SYSTEM ADMINISTRATOR  
CLARION FREE LIBRARY/CLARION COUNTY LIBRARY SYSTEM**

**JOB DESCRIPTION**

POSITION TITLE: Library Director/System Administrator

POSITION CLASSIFICATION: Professional

REQUIREMENTS FOR THE POSITION: Master's Degree in Library Science from an ALA accredited college or university, with 5-7 years of public library experience

PREFERRED QUALIFICATIONS: Experience supervising employees, fundraising, and management of a budget. Demonstrated leadership skills and community involvement.

SALARY: \$42,000 to \$45,000 depending upon qualifications

BENEFITS: Employer contribution toward health insurance. Paid vacation and sick time. Pennsylvania Library Association membership and annual conference attendance provided.

Clarion Free Library and the Clarion County Library System invites qualified applicants for the position of Executive Director of Clarion Free Library and Administrator of the Clarion County Library System to submit the following:

- 1. Cover letter**
- 2. Resume**
- 3. Philosophy of Public Librarianship**
- 4. Contact information for three professional references, including at least one former or current supervisor.**

Application materials should be submitted electronically in PDF format to the following address: [directorsearch@clarionfreelibrary.org](mailto:directorsearch@clarionfreelibrary.org). Or mailed to Clarion Free Library Attn: Search Committee 644 Main St. Clarion, PA 16214. No faxed or hand delivered applications will be accepted.

**Review of applications will begin at the close of business on June 3 and continue until the position is filled.**

**Community Information:** Clarion is conveniently located along I-80 and US-322; equidistant to Erie and Pittsburgh PA and only two hours from Cleveland, OH. The Borough of Clarion is known for Clarion University, the wild and scenic Clarion River, Cook Forest State Park and the Allegheny National Forest. Opportunities for an active outdoor lifestyle in a charming college town abound! Main St. Clarion is home to the internationally known Autumn Leaf Festival, two microbreweries, and a nice mix of retail shops. The library is an anchor institution on Main St. enjoying good municipal support, a loyal patron base, and a very active Friends group. The Clarion Free Library is the HQ of the Clarion County Library System, a federated system of five independent libraries that work together to provide service to the entire county.

**GENERAL DEFINITION:** This is a full-time professional position of a complex, administrative nature. The Library Director/System Administrator supervises and coordinates the work of all library personnel, students and volunteers at the Clarion Free Library. This position also includes coordination of library services within the Clarion County Library System.

The Library Director/System Administrator is an at-will employee carrying out broad policy as determined by the Clarion Free Library Board of Trustees and the Clarion County Library System Board of Trustees.

**SUPERVISION RECEIVED:** General supervision administered by the Clarion Free Library Board of Trustees and the Clarion County Library System Board of Trustees. Duties are performed with a high degree of independent judgment and initiative.

**SUPERVISION EXERCISED:** General supervision of all aspects of day to day library management including but not limited to: personnel, finances and budgeting, technology, facilities management, programming, board meetings, public relations, fundraising, and grant writing. Responsible for system-wide strategic planning, meeting system-wide standards and coordinating activities and services throughout the County.

**DUTIES AND RESPONSIBILITIES:**

Acts as technical advisor to the Clarion Free Library Board of Trustees and the Clarion County Library System Board of Trustees and attends all board meetings providing a written report to the trustees. Additional meetings include board meetings of member libraries (at least one per year), District meetings (one per year), County librarian's meetings (at least six per year) and annual State System meetings (twice per year or as schedule permits). Attendance is strongly encouraged at the annual PaLA Conference and twelve hours of library-related continuing education per year is required.

Advises system libraries in their development plans to meet the information needs of their communities and the County as a whole. Supervises the establishment of policies of member libraries, but not the day-to-day management except for Clarion Free Library.

Interacts with public officials, community leaders, civic organizations and other libraries. Spearheads efforts in public relations with newspapers, online media, social media, and radio. Shall participate in professional associations where appropriate. Acts as liaison with Commonwealth Libraries.

*Any one position may not include all of the duties listed nor do the listed examples include all of the tasks which may be required of this position as assigned by either board.*

**KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the principles, practices and procedures of library science and administration, including fiscal management, physical plant management and the management of library technology. Knowledge of library trends and problems faced by rural public libraries. Ability to analyze and act upon professional and administrative problems, as well as problems associated with personnel and financial matters.

**PERSONAL CHARACTERISTICS:** Must exhibit qualities of responsibility, independence, and initiative as well as being courteous, pleasant and helpful in dealing with patrons and staff.

**EDUCATION AND EXPERIENCE:** Master's Degree in Library Science from an ALA accredited library school. Proficient in current library technologies. Five to seven years of progressive experience and increasing responsibility in a public library, including demonstrated leadership capabilities.

**ADDITIONAL REQUIRMENTS:** Valid Pennsylvania driver's license or the ability to obtain one prior to starting work. The position requires occasional evening and weekend responsibilities. The position requires criminal, child abuse & fingerprinting background checks. Ability to operate a keyboard and to communicate clearly and effectively using a standard telephone is required. Must be able to: kneel, bend at the waist, reach overhead, stoop, stand and/or sit for prolonged periods; balance on a stepstool; and lift, move, and handle up to 25 lbs.

05/01/2019